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16 November 1951

MEMORANDUM FOR: All Assistant Directors and Office Heads

FROM : Chairman, Working Group on Extension Training of
Career Service Committee

SUBJECT : CIA Requirements for Extension Training under the
Career Service Program

1. Attached is a tentative list, prepared by the Working Group on Extension Training of the Career Service Committee, of CIA requirements for extension training under the Career Service Program. The Working Group has assumed, for the purposes of preparing this list, that extra training slots will be provided or workload will be such as to permit absence for full or part-time training of a reasonable percentage of personnel. Each Office is requested to examine this list to see if it

covers its probable needs for all extension training necessary to:

- a. Enable professional personnel in the Office to better perform the duties of their present position; and
- b. Further develop those individuals who have shown possibilities for positions of greater responsibility within the Office.
- c. Provide more advanced training the Office may think necessary in the interest of the Agency as a whole.

2. The best facilities to use for each specific type of training will be determined at a later date.

3. It is requested that one copy of this list with suggested additions and any comment the Offices wish to make be returned to

Room 2071, M Building, by _____.

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Acting DAD -O/RR
Working Group Chairman

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C-O-P-Y

CIA REQUIREMENTS FOR EXTENSION TRAINING UNDER THE CAREER SERVICE PROGRAM

A. Universities, Colleges, Laboratories and other Research & Educational Institutions.

1. Area Studies of Varying Scope - Includes studies of a Restricted Nature such as Soviet Economy or Soviet Science.
2. Language Courses - Comprehensive & Limited Courses of Varying Duration.
3. Scientific & Technical Reporting 25X1A14B
4. Participation in Foreign Research Programs - 25X1A14B
5. Participation in U.S.A. Research Programs -
6. Management Training - e.g. Harvard School of Business
7. Refresher Courses in Fields of Specialization 25X1A14B
8. General Courses to Increase Fields of Knowledge
9. Intelligence Procedures
10. Fundamentals of Strategic Planning
11. Graphic Techniques

B. Service Schools and Colleges of the Armed Forces

1. National War College
2. Industrial College of Armed Forces
3. Strategic Intelligence School
4. Naval Intelligence School

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